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Office Memorandum • UNITED STATES GOVERNMENT**TO : Assistant Director for Research and Reports****DATE: 14 February 1952****FROM : Chairman, Committee on EIC and ONE Support****SUBJECT: Report and Recommendations**

1. With your approval, an ad hoc committee on EIC and ONE support was established consisting of Messrs. [REDACTED], and [REDACTED], and 25X1A9a [REDACTED]. This committee has considered in some detail the many problems involved in the efficient handling and coordination of projects within ORR involving the EIC and ONE.

2. The basic problems considered by the committee were the following:

A. EIC Support.

- a. Initiation of projects in the Economic Intelligence Committee.
- b. The assignment of production responsibilities.
- c. The initiation of EIC projects in ORR.
- d. The control of production in ORR.
- e. The establishment of uniform procedures for circulation of working papers.
- f. The establishment and maintenance of central files and records.
- g. The format, editing, reproduction, and distribution of papers at various stages of production.
- h. The publication of EIC papers.
- i. EIC Status Report.

B. ONE Support.

- a. ORR - ONE Liaison.
- b. Allocation of responsibility within ORR for implementing ONE requests.
- c. Coordination of research.
- d. Coordination of production.

C. Personnel Requirements.

3. The Committee was in general agreement that a vacuum exists at the present time in the coordination of EIC production within ORR and that a more efficient method for handling ONE support is indicated. The attachments summarize the Committee's proposals. It is recommended that the substance of these proposals, if approved, be published as an office regulation and/or be incorporated in a general operating procedure covering all aspects of project initiation and control within ORR.

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SECURITY INFORMATION

4. There is no provision in the current D/R T/O (including the few slots authorized outside the T/O) for the processing of EIC papers in preparation in ORR nor does this T/O cover the editorial and publication responsibilities delegated to D/R recently by the EIC. The magnitude of the additional services contemplated by this committee and by the assumption of EIC publication responsibilities is such that immediate expansion of the T/O and the assignment of additional personnel are urgently indicated. It is believed that these responsibilities cannot be assumed by D/R and carried on simultaneously with its present mission without seriously impairing its effectiveness and delaying the progress of the ORR research program. In particular, there is needed the prompt appointment of a person of high caliber to head the Project Initiation and Control Branch of D/R. Additional editorial personnel will also be needed.

5. The Chief, D/R, will submit separately a detailed estimate of his personnel needs.

6. The review of ONE liaison indicates the need for making additional provision for this responsibility in the Office of the AD/RR.

[REDACTED] 25X1A9a

Attachments:

- A. EIC Projects
- B. ONE Projects

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D/R:ORR [REDACTED] :mth

Distribution:

- 0 & 1 - Addressee
- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 2 - D/R

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